



State of Utah

DEPARTMENT OF COMMERCE

Division of Corporations & Commercial Code

Business Name Registration / DBA Application Instructions

Means of payment are: cash, check, credit card or money order made payable to the "State of Utah." If faxing you must include, on a cover sheet, the number of a Visa, MasterCard or American Express with the date of expiration.

Business Information

Requested Business Name: The name of the entity that you want to use.

Business Purpose: The general purpose of the business. You may use a specific code (NAICS Code) for This. The codes can be searched at: <http://www.census.gov/epcd/www/naics.html>

Business Address: The address of where the principal place of business is located.

Registered Agent: The individual or entity designated for service of process for the entity.

Registered Address: The address of the Registered Agent; it must be a Utah Street Address. A PO Box may be entered on the second line of the address block. All correspondence from the Division will go to this address.

Applicant/Owner Information

Is the applicant/owner a registered business in the state of Utah?: This question pretains to the applicant/owner of this Doing Business As application, not the DBA being applied for. Click either the Yes or No circle. If you clicked the Yes circle, a box will appear next to the circles on the right side of the form which ask for the entity number of the registered business in Utah. You will find the Entity Number by doing a Business Entity Search at: <https://secure.utah.gov/bes/action/index>

Drop Down Box: In the drop down box, you can either type the position of the Applicant/Owner/Partner or you can use the down arrow in the drop down box and click on the position that you want to specify.

Is this Applicant/Owner/Partner name & address the same as the Registered Agent name & address listed above? Click either the Yes or No circle. If you click Yes, then the information that you typed under the Registered Agent & Address will be copied in the name & address field to the right of this question.

Name: The individual or business entity that will own the DBA.

Address: The address of the individual or business entity that will own the DBA.

City: The city where the individual or business entity is located.

State: The state where the address for the individual or business entity is located.

Zip: The zip code where the individual or business entity is located.

Signature Line: An authorized party of the entity must sign the form; the signer's title and the date of the signature must also be included.

The process for the Applicant/Owner/Partner is repeated if you have two Applicant's/Owner's/Partner's. If you have more than two Applicant's/Owner's/Partner's, you will need to fill out another DBA Application.

Mailing/Fax Information:

Mail In: PO Box 146705
Salt Lake City, UT 84114-6705
Walk In: 160 East 300 South, Main Floor
Information Center: (801) 530-4849
Toll Free: (877) 526-3994 (within Utah)
Fax: (801) 530-6438